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FOREIGN DOCUMENTS BRANCH

5 January 1948

MEMORANDUM FOR THE ASSISTANT DIRECTOR FOR OPERATIONS

FDB Monthly Progress Report

1. Forwarded herewith is progress report of Foreign Documents Branch for month ending 31 December 1947.

2. Implementation of recently proposed plans and policies:

a. Translation Service Division

Approved table of organization covering the Translation Service Division is still being awaited. Meanwhile, space was prepared for personnel of the division on the first floor of 1340 L Street. During the month 12 personnel action requests were submitted and by the end of the month three (3) people had reported and had been assigned to the division.

b. Transfer of Industrial Card File

In accordance with Memorandum from Acting Executive Director to Assistant Directors OO, OCD, Chief, Reference Center and Chief, Services Branch, dated 27 October 1947, subject: Transfer of ICF from the Foreign Documents Branch, OO, to Reference Center, A&M, the central operation of the Industrial Card File was transferred on 1 December 1947. At that time two thousand fifty-eight (2,058) stencils which had been prepared by FDB and six thousand eight hundred twenty-three (6,823) source cards other than captured documents were also transferred to Reference Center. During the month one professional man was loaned by FDB to Reference Center to act as consultant in the establishment of the operation in that office.

c. Processing of periodicals

Current periodicals are now being received on loan from the Library of Congress; ID; ONI; Smithsonian Institution; IAD, State Dept.; Bureau of Standards; and Bureau of Mines. Informal arrangements were made by ONI and the Naval Research Laboratory to the effect that FDB retain all USSR technical periodicals received from Navy. The first group of Far Eastern periodicals, totalling 157, were received on loan from IAD during December.

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As the 3-day loan period on periodicals from the Library of Congress was determined to be insufficient for adequate processing in answer to CD's, a meeting was arranged with the Librarian of Congress and he agreed to an extension of the loan period from three days to two weeks. This will greatly facilitate translation and the meeting of target dates and priorities.

3. Accomplishment of overall mission

- a. Clarification of FDB mission is still awaiting action on proposed implementing supplement 1/5 by the IAC.
- b. In accordance with Memorandum from Assistant Director, OCD, to Records Administrator, A&M, via Asst. Director, OO, dated 24 December 1947, subject: Transfer of Certain Captured Japanese Documents to National Archives, space has been procured on the ground floor of the Bureau of Yards and Docks building, to accomplish the sorting and listing of these documents prior to transfer. This operation should be underway in a week's time.
- c. Coordination of translation facilities. Contact with the Research and Analysis Branch, OCE, resulted in the procurement of a list of one hundred eleven (111) technical translations completed and available in that office. FDB will be informed of all new translations undertaken by that office and other closely related offices.

Contact was made with Army Medical Intelligence and revealed that no translation is being undertaken by that office and only a very few low-grade Japanese and German medical documents are on file.

- d. For list of reports produced by FDB during reporting period, see Appendix I.
- e. Requirements have again increased over the preceding month. For list of projects currently assigned, see Appendix II.
- f. Detailed review of the FDB personnel situation will be found in Appendix III.

4. Proposals for improvements and new projects contemplated

- a. It is contemplated that contact will be made in the near future with the following agencies to determine periodical holdings and translation facilities:

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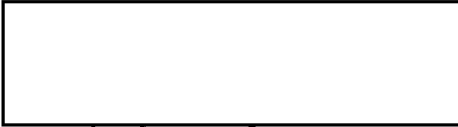
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1. American Chemical Society
2. State Department Translation Section
3. ONI Translation Section
4. Army Medical Library
5. Biographical Abstracts
6. Bell Telephone Laboratories

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Colonel, FA,
Chief, Foreign Documents Branch.

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